

REVISED AGENDA
COOS COUNTY BOARD OF COMMISSIONERS
Owen Building Large Conference Room
June 20, 2017
8:30 A.M.

1. **EXECUTIVE SESSION under the authority of ORS 192.660**
 - A. (2)(b) To Consider Dismissal or Discipline of, or to Hear Complaints re: Public Officer, Employee, Staff Member or Agent
 - B. (2)(d) Deliberations with Labor Negotiators
 - C. (2)(h) Consultation with Counsel

PLEDGE OF ALLEGIANCE

2. **CITIZEN COMMENTS (agenda items or general comments) – limited to 3 minutes per person-scheduled to begin at 9:30 AM**

3. **GOVERNING BODIES**
LIBRARY SERVICE DISTRICT

- A. Request Approval of Resolution to Adopt Budget; Making Appropriations; Levying & Categorizing Taxes for 2017/18

4H/EXTENSION SERVICE DISTRICT

- B. Request Approval of Resolution to Adopt Budget; Making Appropriations; Levying & Categorizing Taxes for 2017/18
- C. Request Approval of Agreement with Oregon State University Extension Service

COOS COUNTY AREA TRANSIT SERVICE DISTRICT

- D. Request Approval of Resolution to Adopt Budget; Making Appropriations for 2017/18
- E. Request Approval of Fare & Service Area Changes

4. **DEPARTMENT HEADS**

- A. Request Approval of Resolution to Adopt Budget; Making Appropriations; Levying & Categorizing Taxes for 2017/18- Finance/Tax
- B. Request Approval of Resolution for Distribution of Tax Foreclosed Property Sale Proceeds- Treasurer
- C. Request Approval of Contract Modification with Johanna Curelo- Coos Health & Wellness (CHW)
- D. Request Approval to Create, Advertise & Fill Peer Support Specialist Position- CHW
- E. Request Approval to Cancel Land Sale Contract- Land Agent
- F. Request Approval to Renew Oyster Bed Leases- Land Agent
- G. Request Approval to Renew Land Lease- Land Agent
- H. Request Acceptance of ATV Grant Agreement for Riley Ranch & Authorize Chair to Sign- Parks
- I. Request Declaration of Equipment as Surplus & Approval to Auction- Road
- J. Request Approval of Task Order #8.1 with David Evans & Associates- Road
- K. Request Approval of IGA with City of Reedsport to House Inmates- Community Corrections
- L. Request Approval of Contract Amendment with ADAPT- Community Corrections
- M. Request Approval of Contract Amendment with Bay Area First Step- Community Corrections
- N. Request Approval of Contract Amendment with THE House- Community Corrections

This agenda does not limit the ability of the Commissioners to consider additional subjects. The Board reserves the right to place a time limit on public testimony on any matter. The meeting place is handicapped accessible; if special accommodation is needed, please contact the office at least 24 prior to the meeting.

- O. Request Approval to Purchase Office Furniture- Community Corrections
- P. Request Approval to Purchase GIS Imagery- Assessor
- Q. Request Acceptance of Seismic Retrofit Grant & Authorize Chair to Sign- Emergency Management
- R. Request Approval of Agreement for Text to 911 Program & Adopt Sole Source Findings- Sheriff
- S. Request Approval of Amendment #1 to State Marine Board IGA, Authorize Chair to Sign & Approve Purchase of Headset- Sheriff
- T. Request Approval of TOPS Agreement with OR Dept of State Lands- Sheriff
- U. Request Approval of Contract Amendment with RHR Heating- Maintenance
- V. Request Approval of IGA with Oregon Youth Authority & Authorize Chair to Sign- Juvenile
- W. Request Acceptance of DLCD Grant & Authorize Chair to Sign- Planning
- X. Request Appointment of Hearings Officer for Appeal of Extension-Planning
- Y. Request Approval of Job Description/Advertise & Fill Legal Secretary II Position- District Attorney/HR
- Z. Request Approval of Job Description/Advertise & Fill Elections Deputy Position- Clerk/HR
- AA. Request Approval of Job Description/Post & Fill Veterans Claims Assistant- Veterans/HR
- BB. Request Approval of Job Description/Advertise & Fill Assistant County Counsel I Position- County Counsel/HR
- CC. Request Approval of Contract Amendment for AFSCME- County Counsel/HR
- DD. Request Approval of Pay Grade for Captain Position in Sheriff's Office- HR
- EE. Request Approval of Access Agreement with OR DEQ & Authorize Chair to Sign- County Counsel
- FF. Request Approval of Youth Job Development Cooperative Agreement- County Counsel

5. **CONSENT CALENDAR- administrative matters not up for discussion**

- A. **Approval of Minutes**
 - Hearing- Legislative Text Amendment AM-16-001- February 15, 2017
 - Hearing- Appeal AP-17-001- March 6, 2017
 - Hearing- AM-17-001/RZ-17-001; AM-17-002/RZ-17-002; AM-17-003- April 24, 2017
- B. **Ratification of All Routine Expenditures, Tax Overpayments and Adjustments and Transfer of Funds Within the Budget**
 - Transfer of Appropriation Within Department- Maintenance- shortage in personal services
- C. **Orders & Resolutions**
 - Order 17-06-035C, In the Matter of Appointing Shawna Faulkner to the Coos County Noxious Weed District Advisory Board
 - Resolution 17-06-068P, In the Matter of a Salary Adjustment Due to a 5% Stipend for Richard Gill Effective July 1, 2017
 - Resolution 17-06-069P, In the Matter of a Salary Adjustment Due to Removal of a 5% Stipend for Chris Webley Effective June 30, 2017
 - Resolution 17-06-070P, In the Matter of Granting Salary Merit Step Increases for Various Coos County Employees Effective June 1, 2017

Resolution 17-06-071P, In the Matter of Granting a Salary Merit Step Increase for Ken Gross Retroactive to December 1, 2016
Resolution 17-06-072P, In the Matter of Granting a Salary Merit Step Increase for Katherine Cooley, a County Employee Effective July 1, 2017
Resolution 17-06-073P, In the Matter of a Cost of Living Adjustment for Non-Union Employees on the Coos County Payroll Effective July 1, 2017
Resolution 17-06-074P, In the Matter of Classifying and Placement of Various Employees on the Regular Coos County Payroll Effective Their Hire Date
Resolution 17-06-075B, In the Matter of a Transfer of Expenditure Appropriations in the Amount of \$8,500 Within the Community Corrections Fund
Resolution 17-06-076B, In the Matter of a Transfer of Expenditure Appropriations in the Amount of \$50,000 Within the Public Works Fund
Resolution 17-06-077P, In the Matter of a Salary Adjustment Due to Certification for Everardo Trujillo, a Coos County Employee Effective June 1, 2017
Resolution 17-06-079P, In the Matter of a Contract Salary Adjustment for Teamsters Local #206 Solid Waste Department Employees on the Coos County Payroll, Effective July 1, 2017
Resolution 17-06-080P, In the Matter of a Contract Salary Adjustment for Coos County Chapter of the Federation of Oregon parole & Probation Officers on the Coos County Payroll, Effective July 1, 2017
Resolution 17-06-081B, In the Matter of a Transfer of Expenditure Appropriations in the Amount of \$3,414 Within the General Fund

D. Items Previously Approved (authorize Chair to sign where necessary)

Contract Amendment with Abel Insurance- County Counsel
Liquor License Renewals with the Following; Fisherman's Grotto, Homestead Bar Grill & Market (2), El Sol Mexican Restaurant, Hanson's Barview market, Laurel Grove Grocery, Sea Basket Restaurant, High Tidé Café (2), The Hilltop House Restaurant, 4 Corners 4
Contract Amendment #2 with Oregon Dept of Corrections Shutter's Creek- Solid Waste Copier Maintenance Agreement Renewals- Maintenance
Telephone System Software Agreement Renewals- Information Technology

6. LATE AGENDA ITEMS

- A. Request Approval to Advertise/Post Secretary III Position- CHW
- B. Request Approval of IGA with Oregon Youth Authority for Diversion & Basic Funding & Authorize Chair to Sign- Juvenile

7. COMMISSIONERS REPORTS

BOC only:
Consent Agenda _____
Regular Agenda _____

LATE AGENDA ITEM COVERSHEET

Agenda Item Title: Post until filled Secretary III and approve updated position description
Department: Coos Health & Wellness **Requested Agenda Date:** 06/20/2017
Contact Person: Ginger Swan **Phone/Ext.:** 541-751-2547

Background and description of need or problem: Due to an employee promotion we need to post and fill a Secretary III position. The position description has also been updated and approved by AFSMCE.

No County General Funds will be used for this contract.

Funding Source: 021-1300-441.10-01

Requested Action: Approve position to be posted until filled and updated position description.

Date: 06/12/2017 Signature of Dept. Head: *Ginger Swan*

If this is a Human Resources issue, forward to the Treasurer who will forward it to Human Resources. For all other matters, forward the document to Counsel no later than the Monday prior to the Agenda deadline. Counsel will forward to Treasurer.

- If this is a contract or grant:
- Is the contract or grant an original?
 - Is the Contract/Grant Summary Form attached?
 - Is the contract signed first by the vendor (except state/federal grants or contracts)?
 - If insurance is required, is the insurance certificate attached?
 - Is the Clerk's Coversheet attached or do you want it returned to you for filing?

Departments Affected:

Counsel: *klc*

Treasurer: ***

Human Resources: *CB*

BOC forwards signed Contract/Grant to: n/a

6A

DESCRIPTION OF POSITION

Revision Date: 06/2017

1.	Classification Title: Secretary III
2.	Working Title: Reception Secretary III
3.	Department: Coos Health & Wellness
4.	Pay Grade: 409 Position Is: Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Extra Help <input type="checkbox"/> Seasonal <input type="checkbox"/> Other _____ Excluded from Bargaining Unit? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> AFSCME Eligible for Overtime? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5.	What is the purpose of this position? Works with considerable independence and decision-making responsibility to provide a variety of reception, front desk, and office functions of a complex nature in direct support to medical, clinical, and management staff. Assists behavioral health and clinical consumers in accessing services. Position requires extensive knowledge of departmental policies, procedures, and applicable state and federal laws.
6.	Essential functions of position. (Reason position exists is to perform these functions.) Duties that must be performed to accomplish the purpose of the position include but are not limited to: <ul style="list-style-type: none">• Completing front desk responsibilities which may include:• Providing lobby and multiple line phone reception for more than 30 medical and clinical staff, frequently handling 150-200 calls per day. Responding to consumers or persons who may be confused, angry, and/or verbally abusive. Maintaining professional, positive interaction with clients and the public on the phone and in the lobby, within appropriate boundaries.• Making prudent "layperson" determination if consumers need crisis or non-crisis responses and following through appropriately. Making responsible determinations to provide consumers with information, refer them to other staff, provide intervention with messages and/or other procedures, or to direct persons/inquiries to other community resources.• Performing extensive work in complex computer software programs for entry and retrieval of staff and client billing, schedules and demographic information. Scheduling an average 400-500 appointments/meetings per month, making (400-500) corresponding administrative notations in client billing files and completing courtesy appointment reminder calls for medical appointments; performing data entry/corrections into scheduling and client billing systems while covering reception desk and phones.• Assisting consumers in completing complex forms and applications to comply with state requirements for services and state and federal privacy laws.• Explains rates, charges and income requirements of programs to clients. Obtains financial screening information, working in coordination with the finance staff. Calculates and collects client fees, writes receipts and reconciles cash box.• Insuring work processes adhere to department procedures and state/federal privacy laws.• Regular and consistent attendance is required.
7.	List the minor duties assigned to this position. <ul style="list-style-type: none">• Attends staff meetings and training as required.• Completes miscellaneous copy and filing tasks.• Completes or coordinates maintenance of electronic calendar system for staff who call in sick.• Takes minutes at Front Desk staff meetings.• Other duties appropriate to classification as assigned by Supervisor or Director.
8.	Supervision. <ul style="list-style-type: none">• This position is supervised by the Front Desk Supervisor.• This position does not supervise any employees.

DESCRIPTION OF POSITION

9. Working conditions of position.
Position is located in the Coos Health & Wellness, Public Health and/or Behavioral Health Department in a typical office setting. Regular work hours are Mon – Fri, 8am – 5pm. Reception Secretaries may be assigned primarily to Public Health or Behavioral Health but may be cross trained to cover both reception desks. Occasional travel may be required for training. May require physical exertion including bending, stooping, reaching, and lifting of boxes, office items, or stacks of files (up to 20 pounds.)
10. List required special skills, licenses, certificates, etc.
- Position requires high school diploma or equivalent and a minimum of 1 years of office work/reception of a progressively responsible nature.
 - Must have knowledge of standard office practices. Must have ability to compose letters and reports in effective style and proper business form. Must be proficient in Windows and Microsoft applications. Must have excellent general office and telephone skills.
 - Must have ability to make decisions independently in accordance with established policies and to use initiative and judgment in carrying out tasks and responsibilities with only general instructions and guidance. Must have ability to use tact and judgment in dealing with staff, the public, and with executives and officials from other entities.
 - Position requires ability to work quickly and accurately under pressure. Must be able to establish and maintain harmonious working relationships with other employees, other agencies and the public and represent the County in a positive manner in the community. Must be able to accept supervision and adhere to County and Department policies.
 - Prefer candidates who read, write and speak Spanish.
 - Prefer candidates who have previous cash handling experience.
 - Prefer candidates who have a knowledge of medical, pharmaceutical and laboratory terms; education or training in a medical related field; and/or experience in a health care setting with similar responsibilities.
11. Is operation of motor vehicle required? Yes No
12. List equipment, tools, machines used in performance of duties.
Computer, copier, fax machine, multi-line telephone, cell phone and other general office equipment.

BOC only:
Consent Agenda _____
Regular Agenda _____

AGENDA ITEM COVERSHEET

Agenda Item Title: Request approval of IGA with Oregon Youth Authority for Diversion and Basic Funding #13770 and authorize chair to sign

Department: Juvenile **Requested Agenda Date:** 6/20/2017

Contact Person: Bryan Baird, Director **Phone/Ext.:** (541)396-7883

Background and description of need or problem: These funds are used to offset costs for two juvenile court counselors. The Juvenile Crime Prevention Basic funding is \$68,562.50 (\$137,125 per biennium) and Diversion funding \$58,191 (\$116,382 per biennium), total of \$253,507.

Contract #13770 is a renewal of IGA #13196 for 2015-2017.

Funding Source: State of Oregon/Oregon Youth Authority

Requested Action: Approval of IGA #13770 with Oregon Youth Authority for Basic and Diversion funding and authorize chair to sign IGA and document return statement.

Date: 6/14/17

Signature of Dept. Head: Maurice Burke

For all matters, forward the document to Counsel no later than the Monday prior to the Agenda deadline. Counsel will forward to Treasurer.

If this is a contract or grant:

- Is the contract or grant an original?
- Is the Contract/Grant Summary Form attached?
- Is the contract signed first by the vendor (except state/federal grants or contracts)?
- If insurance is required, is the insurance certificate attached?
- Is the Clerk's Coversheet attached or do you want it returned to you for filing?

County Counsel [Signature]

Treasurer X

CONTRACT / GRANT SUMMARY FORM

Clerk's CJ No.: _____ (complete after filed with Clerk) Contract/Agreement/Grant No.: 13770

Name/Agency Name and Address: State of Oregon, Oregon Youth Authority, 530 Center St. NE, Suite 200, Salem, OR 97301-3740 FAX (503)373-7921

Contact Person: Peter Sprengelmeyer, OYA Phone No. (503) 373-7531

Amount of Contract/Grant Award: \$ 253,507 (\$116,382 Diversion & \$137,125 JCP Basic)

Payment Terms: 8 quarterly payment (state lump sum or amount and time of payments)

Start Date: 7/1/2017 End Date: 6/30/2019

County Department and Employee Responsible for Performance: Bryan Baird, Director

Description: IGA Diversion and JCP Basic funding (Previously #13196)

FINANCIAL INFORMATION

STATE %	OTHER %	FEDERAL % (CFDA # Required)	Catalog of Federal Domestic Asst. *(CFDA) Number
100			

*CFDA is a five digit number in the following format: xx.xxx. The first two digits designate the federal agency and the last three the grant description. The following is a partial listing of the two digit agency identifier:

10.xxx USDA 14.xxx HUD 20.xxx USDOT 66.xxx EPA 84.xxx Dept. of Education
 11.xxx Dept. of Commerce 16.xxx USDOJ 39.xxx General Svcs. Admin. 83.xxx FEMA 93.xxx USDHHS

NOTE: If the contract/grant is associated with more than one CDFA number, each segment must have it's own summary form.

New Renewal Modification
 Previous Amount: \$ 245,463 Original Amount: \$ _____
 Previous Date: 07/07/2017 Original Date: _____

Automatic Renewal? Yes No Staff Requirements: New Existing Subcontract

Will unemployment cost be incurred? Yes No

PUBLIC CONTRACTING INFORMATION

Method of Selection:
 Bid None
 Quote Other _____
 Proposal

Type of Contract:
 New (complete sections below)
 Renewal (no need to complete sections below)
 Modification (no need to complete sections below)

Type of Contract:

Goods and Services - If Not Using Bid or Proposal, Mark Exemption:

<input type="checkbox"/> Under \$10,000	<input type="checkbox"/> Equipment Maintenance
<input type="checkbox"/> Under \$50,000 for Quotes	<input type="checkbox"/> Office Supplies
<input type="checkbox"/> Under \$150,000 & Approval from Board for Quotes	<input type="checkbox"/> Used Vehicles
<input type="checkbox"/> Sole Source	<input type="checkbox"/> State Purchasing
<input type="checkbox"/> Contract with Public Agency	<input type="checkbox"/> Other _____

Public Improvement – If Not Using Bid, Mark Exemption:

<input type="checkbox"/> Under \$5,000	<input type="checkbox"/> Alternative Contracting Method Approved by Board
<input type="checkbox"/> Under \$50,000 for Quotes	<input type="checkbox"/> Other _____
<input type="checkbox"/> Under \$100,000 & Not a Transportation Project for Quotes	

Personal Services Contract – If Not Using Proposal, Mark Exemption:

<input type="checkbox"/> Under \$50,000
<input type="checkbox"/> Under \$150,000 & Approval from Board

Will project be reported to Bureau of Labor for Prevailing Wages under ORS 279C.800? Yes No
 Certificate of insurance required? Yes No
 Form of contract: Oral Written (attach the written contract)

Date Approved by BOC: _____	Reviewed by Counsel:
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